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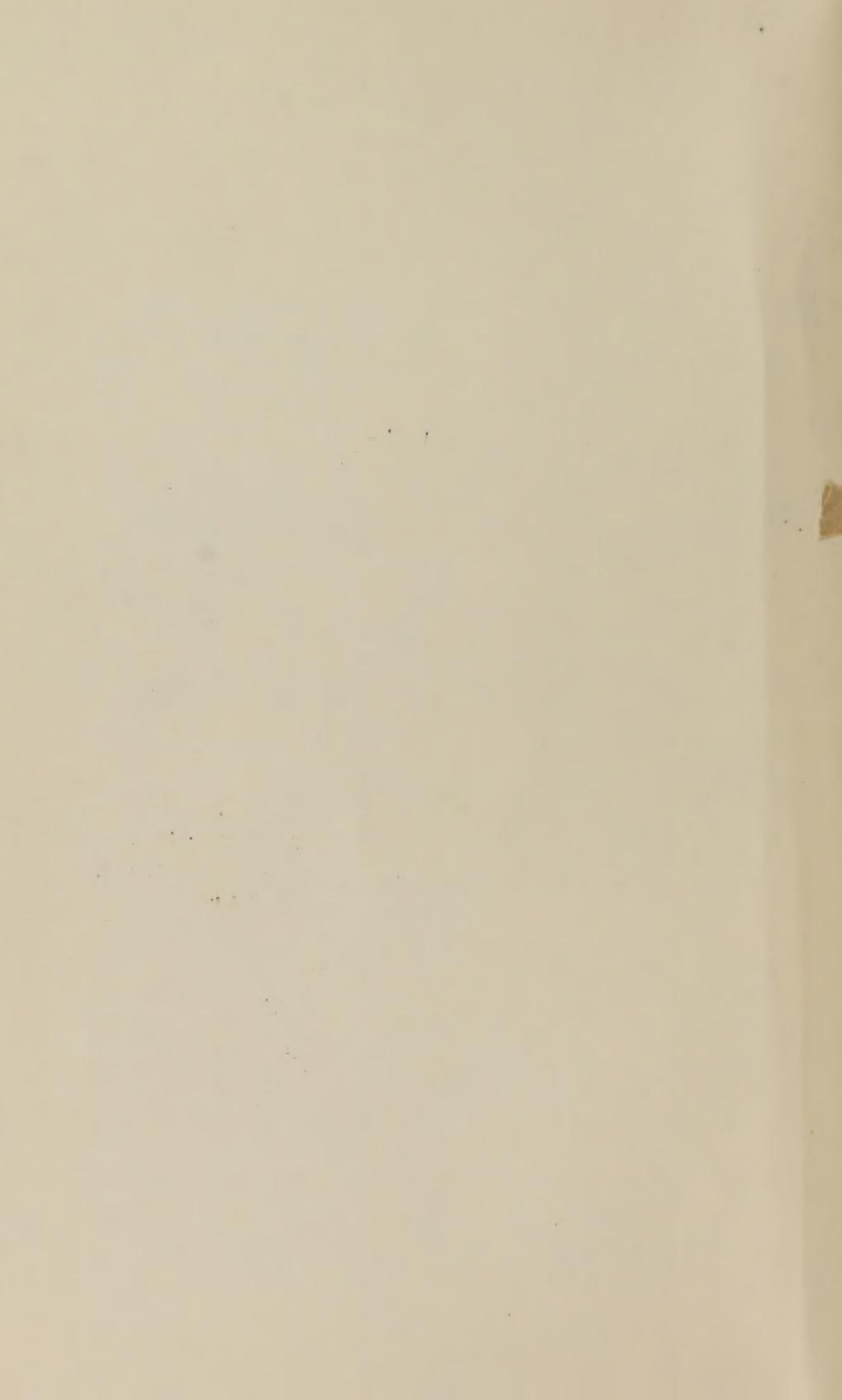
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# The American Red Cross

Department of Military Relief



Red Cross Base Hospitals

Washington, D. C.

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# Red Cross Base Hospitals

## I

### OFFICIAL STATUS IN TIME OF WAR

1. The President of the United States, in a Proclamation dated August 22, 1911, stated:

“(3) That to comply with the requirements of Article 10 of the International Red Cross Convention of 1906 (revision of the Treaty of Geneva), that part of the American National Red Cross rendering aid to the land and naval forces will constitute a part of the sanitary services thereof.” (This Proclamation was issued as General Orders, No. 170, War Department, 1911.)

2. The following Act of Congress was approved April 24, 1912:

“That whenever in time of war, or when war is imminent, the President may deem the cooperation and use of the American National Red Cross with the sanitary services of the land and naval forces to be necessary, he is authorized to accept the assistance tendered by the said Red Cross and to employ the same under the sanitary services of the Army and Navy in conformity with such rules and regulations as he may prescribe.

“Sec. 2. That when the Red Cross cooperation and assistance with the land and naval forces in time of war or threatened hostilities shall have been accepted by the President, the personnel entering upon the duty specified in section one of this Act shall, while proceeding to their place of duty, while serving thereat, and while returning therefrom, be transported and sub-

sisted at the cost and charge of the United States as civilian employees employed with the said forces, and the Red Cross supplies that may be tendered as a gift and accepted for use in the sanitary service shall be transported at the cost and charge of the United States." (Embodyed in General Orders, No. 16, War Department, 1912.)

3. Extracts from *Manual for the Medical Department, United States Army*, 1916:

"(a) Base Hospitals are Medical Department units of the line of communications under the supervision of the surgeon, base group. (Par. 757.)

"(b) These hospitals should be established at the base and, when necessary, in accessible situations along the line of communications. The number to be assigned to each line of communication when first established is determined on the basis of the number of troops to be served and the percentage of sick and wounded which may reasonably be anticipated in the particular campaign in question. (Par. 759.)

"(c) The base hospitals are designed to receive patients from field and evacuation hospitals, as well as cases originating on the line of communications, and to give them definitive treatment. They should be well equipped for such treatment and there should be sent to the home territory only those patients who require special treatment or whose condition is such that they may be regarded as either permanently disabled or likely not to recover within a reasonable time. If, however, the number of new cases from the front is taxing the base hospitals beyond their capacity or the facilities thereof are inadequate from any cause to meet the demands upon them, more extensive evacu-

ation of patients must be effected. On the eve of battle the base hospitals near the front should be cleared as far as possible to make room for new patients." (Par. 762.)

## II

### ENROLLMENT

(See Par. 22, Special Regulations, No. 61, War Department, 1917.)

1. Red Cross Base Hospitals are organized by the American Red Cross primarily for service with the Army, and when reported by the National Headquarters of this Society as ready for service, they will be placed on a roll in the Surgeon General's Office, War Department, Washington, D. C. "A register will be kept in the office of the Surgeon General of the Army, upon which will be entered the name, place, strength, equipment, and efficiency of organized Red Cross units. No organization will be entered on the register, however, unless it shall have been inspected and approved by a representative of the War Department. When specially authorized, medical officers of the Army detailed for duty with the Red Cross may act as representatives of the War Department for the purpose of inspecting general and base hospitals and other military Red Cross units. In such cases their reports shall be made directly to the officer giving such authorization, a copy being furnished the Director General of Military Relief. A Red Cross unit that has been inspected and found qualified will be carried on the register for one year after date of such inspection.

"Applications from Red Cross organizations for entry upon the Surgeon General's register will be forwarded

through Red Cross channels to The Adjutant General of the Army.

"Applications from Red Cross organizations borne on the Surgeon General's register, for continuance on said register, will be submitted annually on or before June 1, through Red Cross channels to the Adjutant General of the Army."

2. An individual signing the Red Cross muster roll agrees to hold himself ready for service with the American Red Cross for a period of two years, but is not bound thereby to enter the military service.

3. When a unit is called into active service with the Army, in time of war, the agreement with the Red Cross terminates and the personnel, who so desire, enter the military service under such regulations as are in force at that time.

### III

#### ORGANIZATION

Red Cross Base Hospitals are organized on the basis of a 1,000 bed base hospital in the Medical Service of the U. S. Army. Tables of organization for base hospitals of 1,000 bed capacity authorize:

35 Officers.

65 Nurses (to be increased to 100 should need arise).

200 Enlisted men of Medical Dept.

To the latter should be added 2 enlisted men of the Dental Corps, making a total of 202.

The duties and qualifications required of the various officers, nurses and enlisted men are as follows:

#### *Officers (35)*

1 Colonel or Lieutenant Colonel, Medical Corps. X

4 Majors, Medical Reserve Corps.

- 1 Captain or Lieutenant, Quartermaster Corps.
- 3 Captains or Lieutenants, Sanitary Corps.
- 12 Captains, Medical Reserve Corps.
- 12 Lieutenants, Medical Reserve Corps.
- 2 Captains or Lieutenants, Dental Reserve Corps.

Of the above number the administrative officers are as follows:

#### *Administrative (5)*

- Commanding Officer: Colonel or Lieutenant Colonel, Medical Corps.
- Adjutant: Captain or Lieutenant, Sanitary Corps.
- Registrar: Captain or Lieutenant, Sanitary Corps.
- Quartermaster: Captain or Lieutenant, Quartermaster Corps.
- Mess Officer: Captain or Lieutenant, Sanitary Corps.

The professional service is handled in the following way:

#### *Surgical Service (20 Medical Reserve Corps)*

- 1 Chief.
- 11 General surgeons.
- 1 Orthopedic.
- 1 Genito-urinary.
- 1 Brain.
- 1 Ear, nose, throat.
- 1 Ophthalmic.
- 1 Oral.
- 2 Roentgenologists.

#### *Medical Service (5 Medical Reserve Corps)*

- 1 Chief.
- 4 Assistants.

#### *Dental Service (2)*

- 2 Officers of the Dental Corps.

#### *Laboratory Service (3 Medical Reserve Corps)*

- 1 Chief.
- 2 Assistants.
- 65 Nurses (to be increased to 100 should need arise).

The nurses should include one chief nurse and at least two assistants for day supervisory duty and one for night.

One graduate dietitian (not necessarily a nurse) should also be included.

As nurses are an integral part of the Medical Corps of the Army, they are not required to sign the muster roll.

*Note: Red Cross Personnel.* Base hospitals are entitled to such number of secretaries as may be required. Usually four—one for the Commanding Officer, one each for the Chiefs of Medical and Surgical Service, and one for Chief Nurse.

*Enlisted Personnel (202, including 2 Dental Assistants)*

Duties and qualifications as follows:

Master Hospital Sergeant.....	1
Hospital Sergeant .....	1
Sergeants, First Class (8) :	
In charge Q. M. supplies.....	1 Clerk
Kitchen and mess.....	1 Dietitian
Detachment .....	1 Clerk
Medical property and record.....	1 Clerk
Dispensary .....	1 Pharmacist
Patients' clothing and effects.....	1 Clerk
Operating rooms .....	2 Anaesthetists
Sergeants (15) and Corporals (5) :	
Dispensary .....	1 Pharmacist
Storerooms .....	2 Clerks
Mess and kitchen.....	2 Cooks
Police .....	2
Transportation .....	1 Clerk
Operating room .....	2 Anaesthetists
Wards .....	5 Surgical Assistants
Office .....	2 Clerks
Office .....	2 Stenographers
Mechanician .....	1 Assistant
Cooks .....	12
Privates First Class, and Privates:	
Ward attendants:	
Day .....	65
Night .....	30

## Privates First Class, and Privates:

## Special qualifications:

Clerks .....	23
Motor car .....	2
Side car, truck drivers.....	6
Carpenter .....	1
Cabinet and splint maker .....	1
Plumber .....	1
Tailor .....	1
Laboratory assistants .....	2
Dental assistants .....	2
Operating room assistants .....	10
X-ray assistants (1 electrician) .....	2
General service .....	14
 Total .....	 202

*Note:* Such guard duty as is necessary will be furnished by roster from the noncommissioned officers and details from the other personnel, principally men qualified as ward attendants. Details for sanitary and police work will have to be made from the same source.

The above organization contemplates war service in which a great majority of the cases to be treated will normally be surgical. However, it is felt that in organizing base hospitals in time of peace the proportion of men in the Medical Service could be increased and the Surgical Service somewhat reduced. It is suggested, therefore, that the Medical Service consist of a chief and at least six assistants, and the Surgical Service of a chief and sixteen assistants. In appointing the majors allowed by tables of organization it is customary to have this rank held by the chiefs of the Surgical, Medical and Laboratory Service. The fourth majority is to be given to any other officer whose duties would seem to be of enough importance to warrant it.

## IV

## PERSONNEL

1. Medical and Dental Officers of Red Cross Base Hospitals should obtain commissions in the Medical Reserve Corps and the Dental Reserve Corps, although this is not required until the unit is ordered to active service, when such commissions are issued to them by the War Department. In time of peace, Red Cross commissions will be issued to those who do not wish to obtain commissions in the Reserve. Officers will be commissioned, by the American Red Cross, in the following grades:

- 5 Majors, A. R. C.
- 14 Captains, A. R. C.
- 14 Lieutenants, A. R. C.
- 2 Captains or Lieutenants (Dental Officers), A. R. C.

The senior officer on duty with the base hospital will be the Commanding Officer. In time of peace, the American Red Cross will have final authority as to relative rank of all personnel belonging to the base hospital.

2. Enlisted personnel may enlist in the Enlisted Reserve but will not be required to do so. They will, however, be enrolled as Red Cross personnel in the following grades:

- 1 Master Hospital Sergeant.
- 1 Hospital Sergeant.
- 8 Sergeants First Class.
- 15 Sergeants.
- 5 Corporals.
- 160 Privates First Class, and Privates.
- 12 Cooks.

*Note:* Under Par. 12, "Regulations Governing the Employment of the American Red Cross in Time of War" only one-third of the enlisted strength will be required in time of peace.

3. Nurses should be enrolled Red Cross Nurses; when assigned to active military service they will be transferred to the Army Nurse Corps.

They should include:

1 Chief Nurse.	} To be increased to 100 in time of war.
2 Assistant Chief Nurses, day;	
1 Assistant Chief, night.	
61 others	
1 graduate dietitian (not necessarily a nurse).	

4. Civilian employees are provided in accordance with regulations in force at the time of orders to active service. In time of peace the number enrolled for Red Cross service is discretionary with the Commanding Officer of the hospital.

## ENLISTED PERSONNEL

BASE HOSPITAL Qualification	Total Number	M. H. S.		Sgt. First Class		Sgt.	Corp.	Pvt. First Class, and Pvt.	Cook
		H.	S.						
Clerk	34	1	1	4	3	2	23		
Dietitian	1			1					
Pharmacists	2			1	1				
Anaesthetists	4			2	2				
Surgical Assistants	15				5		10		
Cooks	14				2			12	
Ward Attendants	95							95	
Stenographers	2					2			
Motor Car Drivers	1							1	
Truck Drivers	2							2	
Ambulance Drivers	3							3	
Motor Cycle Drivers	2							2	
Mechanician	1						1		
Carpenter	1							1	
Splint Maker	1							1	
Plumber	1							1	
Tailor	1							1	
Laboratory Assistants	2							2	
X-ray Assistants	2							2	
Dental Assistants	2							2	
General Service	14							14	
Police (Sanitary)	2					2			
Total	202	1	1	8	15	5	160	12	

## V

## UNIFORMS

*Army Uniforms and Red Cross Uniforms*

Members of organized units serving under the Medical Department will wear the uniform of the Officers' Reserve Corps or Enlisted Reserve Corps, if they are members of either Corps; if they are not, they will wear the uniform prescribed by the Central Committee of the Red Cross and approved by the War Department. Their equipment will be similar to that used in the Sanitary Service.

*Red Cross Uniform*

1. The restrictions heretofore imposed upon the wearing of uniforms in this country by representatives of the American Red Cross have been removed, and these representatives are authorized to wear the uniform prescribed in the specifications approved by the Secretary of War.
2. Prior to January 1, 1920, the color of the uniform may be either forest green or light gray; after January 1, 1920, only light gray will be permitted.
3. For American Red Cross Officers the prescribed uniform will be:

- a. Overcoat of light gray cloth.
- b. Norfolk jacket and riding breeches of light gray cloth.
- c. Long trousers of light gray cloth, for use when off field duty.
- d. Light gray flannel or cotton shirt.
- e. Dark blue necktie.
- f. Campaign hat (U. S. A. style) Stetson, in gray, with officers' black and gold cord.
- g. Dark tan shoes and leather leggings or field boots. (Riding boots or spurs should not be worn.)
- h. Cap (U. S. A. style) of light gray cloth with braid to match; U. S. A. coat of arms with enamel red cross directly beneath.

- i. Insignia. A Greek cross of red enamel and the letters "A. R. C." in bronze on shoulder straps of jacket and overcoat. When the uniform is worn without jacket, the letters "A. R. C." will be worn on the right side of the shirt collar and enamel red cross on left side.
  - j. A. R. C. Rank Insignia. On the sleeves of the jacket, between elbow and cuff, above the light gray braid and parallel to it, dark blue bands will be worn to indicate rank or grade, as follows:
    - Major: 3 bands.
    - Captains: 2 bands.
    - Lieutenants: 1 band.
4. For A. R. C. noncommissioned officers and privates: The same as for officers, with the following exceptions:
- a. Gray spiral puttees will be worn instead of leather leggings.
  - b. No long trousers will be provided.
  - c. A Greek cross of red cloth, stitched on both sleeves of jacket, overcoat and shirt.
  - d. An enameled Red Cross on front of hat or cap. Hat cords, sleeve braids and bands will not be worn.
  - e. Noncommissioned officers will wear chevrons indicative of rank, upon the sleeves of the overcoat, jacket or shirt.
5. Red Cross Nurses when assigned to the Army will wear the uniform prescribed for members of the regular Army Nurse Corps.

## VI

### TRANSPORTATION, QUARTERS AND SUBSISTENCE

1. The personnel serving with the land and naval forces in time of war or threatened hostilities will, while proceeding to their place of duty, while serving thereat, and while returning therefrom, be transported and subsisted at the cost and charge of the United States. Red Cross supplies that may be tendered as a gift and accepted for use in the Sanitary Service will be transported at the cost and charge of the United States.

2. Suitable quarters or tentage will be provided by the Quartermaster Corps for Red Cross units called into the Sanitary Service by proper authority.

3. The personnel, when mustered into the military service, receive the same allowances for transportation, quarters and subsistence as are provided by law for members of the Medical Department in corresponding grades: Commissioned, enlisted, nursing and civilian.

## VII

### ACTIVE SERVICE

When a Red Cross base hospital is ordered into active military service it becomes a unit of the Medical Department of the United States Army, and, hence, subject to orders and regulations issued by the War Department, just as any other military organization. The entire personnel becomes a part of the military forces, subject to such regulations as are in force, with regard to pay, allowances, discharges, etc. Control over such units passes from the American Red Cross to the Secretary of War.

## VIII

### EQUIPMENT

1. A sufficient number of standard base hospital unit equipments to provide for the needs of all base hospitals is kept in the reserve storage depots maintained by the Government. These equipments will remain unassigned to particular organizations, but will be issued, as required, from the depot nearest the home station of the organization upon approval by proper authority.

2. These unit equipments are the property of the United States and are issued only on authority of the Secretary

of War. When a base hospital is ordered into active military service, the equipment will be issued to the Commanding Officer of the hospital who will then become responsible therefor.

## IX

### RED CROSS BASE HOSPITALS IN TIME OF DISASTER

1. In case of a grave public disaster, necessitating Red Cross aid, a base hospital may be called upon to assist in the care of the sick and injured, in which case the hospital located nearest the scene of disaster will be asked to assist in the relief work, but will not be required to do so. Such service will be entirely voluntary and will not be expected if contrary to the wishes of those concerned.

2. Authority of the Secretary of War will be secured to permit the Red Cross to use the equipment provided by the United States for this purpose, when, in the judgment of the American Red Cross, the nature of the disaster is such as to necessitate such action. The equipment thus utilized is to be replaced at the expense of the American Red Cross when the emergency has passed.

## X

### RED CROSS BASE HOSPITAL ASSOCIATION

Each base hospital should organize an association, to be made up of all who have ever been connected with the base hospital, if not objectionable as individuals, to a majority of the members of said association. The officers of the association should be elected by its members.

In the future, such new members as may be added to the base hospital may become members of the association if they

meet all the requirements herein indicated. Personnel of the base hospital who find it necessary to sever their connection with the organization can still retain their membership in the association, thus keeping in touch with the work, in which they will no doubt have a continued interest.

The Red Cross base hospital association is a social organization in which all members have the same status, regardless of their present or past rank in the base hospital.

## XI

### CHAPTER RESPONSIBILITY

The Red Cross base hospital is the responsibility of the Chapter in whose jurisdiction the parent institution is located. The Chapter should stand ready to cooperate in any Red Cross activity when called upon by the officers and members of the base hospital, and, *vice versa*, the base hospital should be ready to engage in any activity requiring its services which may be initiated by the Red Cross Chapter, subject in either case to final approval by National Headquarters.

The Chapters should realize that the Red Cross base hospitals belong to them and constitute an important part of their Red Cross work.

## XII

### DISBURSING OFFICERS

The Treasurer of the local Red Cross Chapter will be also Treasurer of the base hospital. All financial matters pertaining to the base hospital, when not in active service, will be handled by the Treasurer. This arrangement will doubtless not be possible when the hospital is in active service and one of the members of the Hospital Staff should

be appointed financial officer, who will be responsible for all Red Cross funds held or expended by the hospital. This appointment should be made by the Treasurer with the approval of the Commanding Officer. This disbursing officer will pay all bills after they have been approved by the Commanding Officer. Funds will be advanced to him by the Treasurer and he will render an accounting to the Treasurer in the form and on the dates stipulated by the latter.

ISSUED WITH THE APPROVAL OF THE SURGEON GENERAL,  
UNITED STATES ARMY









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